



Staff Training Checklist

Please print this document and check off items as you complete them. Items can be found via the tabs on the left side of the training website.

This document represents a summary of all training programs that a staff member working in the scene shop or operating scenic elements/equipment must complete. This document is relevant only to scene shop employees/those controlling scenic elements, and may not include training programs relevant to other shops.

myHRLearn modules will be assigned to each individual by Risk Management.

Name: _____

Department: _____

Position: _____

Years Active: _____

Before Beginning Work in the Shop:

Shop Rules:

- Must be familiar with the following documents:
 - Wirtz Center Health and Safety Manual
 - Shop Rules
 - Shop Daily Procedures
 - Shop Scrap Rules
 - Overhead Work Rules

Date Completed: _____ Initials: _____

Fall Hazards:

- Must read and understand the following Risk Management programs:
 - Fall Protection
 - Portable Ladder Safety
- Must complete the following online myHRLearn modules:
 - Fall Protection
 - Portable Ladder Safety
 - Scaffolds
- Must be familiar with the following documents:
 - Fall Hazard Control Policies
 - Portable Ladder Inspection

Date Completed: _____ Initials: _____

Respiratory Protection:

- Must read and understand Risk Management's Respiratory Protection program
- Must complete the online myHRLearn module about Respiratory Protection

Date Completed: _____ Initials: _____



Northwestern University

Virginia Wadsworth Wirtz
Center for the Performing Arts

Staff Training Checklist
Last Updated: 6/2/2022

Tools/Equipment:

- Must complete the following online myHRLearn modules:
 - Hand and Power Tool Safety
 - Machine Guarding
- Must be familiar with the following documents:
 - Tool Demonstration Videos

Date Completed: _____ Initials: _____

Mobile Elevated Work Platforms (MEWPs) – Authorized User

- Must read and understand Risk Management's MEWP Program
- Must complete the online myHRLearn module about MEWPs
- Must be familiar with the following documents:
 - Equipment Manuals for all MEWPs
 - Overhead Work Rules

Date Completed: _____ Initials: _____

Additional Training:

Risk Management also requires that shop employees be familiar with the following safety protocols. A supervisor will provide in-person training about each of these protocols, but the shop does not have any supplemental training documents that must be completed. Each protocol is delivered either as a written program on the Risk Management website, a myHRLearn module, or both:

- Blood-Borne Pathogens (myHRLearn module)
- Emergency Evacuations and Exercises
- Fire Extinguishers
- Fire Prevention
- Hazard Communication
- Hearing Conservation
- Personal Protective Equipment
- Reporting Injuries

Date Completed: _____ Initials: _____

First Day:

Tools/Equipment:

- Staff in the scene shop must:
 - Complete the Staff Tool/Equipment Training
 - Receive Eyewash Station training
 - Must know where to find manuals for each tool/piece of equipment

Date Completed: _____ Initials: _____

Mobile Elevated Work Platforms (MEWPs) – Authorized User

The Technical Supervisor must complete Authorized Trainer training (not outlined in this document). For all others who are required to become Authorized Users, this training must be completed before the person can operate any MEWP.

- Must complete Authorized User training session with Authorized Trainer, which includes:
 - Pre-Operation Checklists
 - Risk Assessments



Northwestern University

Virginia Wadsworth Wirtz
Center for the Performing Arts

Staff Training Checklist
Last Updated: 6/2/2022

- Rescue Plans
- Occupant Training
- Passing score for MEWP Operator Written Exam
- Completion of in-person MEWP Familiarization Test

Date Completed: _____ Initials: _____

Mobile Elevated Work Platforms (MEWPs) – Occupant

For those who are required to become MEWP Occupants, this training must be completed before the person can enter any MEWP. Note that for those who have not also received Authorized User training, Occupant training must be repeated every time the person is asked to be an Occupant.

- Must complete Occupant Training with an Authorized User
- Must be familiar with the following documents: (stored in MEWP's user manual compartment)
 - Risk Assessment
 - Rescue Plan
 - Occupant Training

Date Completed (for first time): _____ Initials: _____

Additional Training:

The following in-person training sessions will be conducted at the beginning of employment for staff and grad student employees only:

- Fire Extinguisher training
- First Aid training
- CPR/AED training

Date Completed: _____ Initials: _____

First Month:

Respiratory Protection:

- Before using a respirator, must have received a fit test and medical examination
- Must have received training from a supervisor about the respirators available at the shop

Date Completed: _____ Initials: _____

Hazardous Materials:

- Before using a hazardous material, must be familiar with the following documents:
 - Wirtz Center Chemical Inventory
 - Material Safety Data Sheet (MSDS) for the hazardous material in question (available in the Right-to-Know folder on the CNC router computer)
 - "How to Read an MSDS"

Date Completed: _____ Initials: _____

Lockout/Tagout (LOTO):

- Must read and understand EHS's Control of Hazardous Energy program
- Must complete the online myHRLearn module about Control of Hazardous Energy
- Must be familiar with the following documents:
 - o Wirtz Equipment-Specific Policies



Northwestern University

Virginia Wadsworth Wirtz
Center for the Performing Arts

Staff Training Checklist
Last Updated: 6/2/2022

Date Completed: _____ Initials: _____

Fall Protection – Authorized Trainer

This training must be completed before a staff member can train students to become Authorized Users.

- Must read and understand Risk Management's Fall Protection Program
- Must complete Authorized Trainer training (conducted by Chicago Flyhouse or other Qualified persons)
- Must be familiar with the following documents:
 - Fall Protection Overview
 - Equipment Manuals for all fall arrest equipment
 - Authorized User Training Checklist
 - Fall Protection Pre-Use Inspection Checklist
 - Fall Hazard Analyses: Loading Gallery, Grid, Box Booms
 - Rescue Plans: Loading Gallery, Box Booms
 - Receive Rescue Training
 - Fall Hazard Control Policies (for stage and platform hazards)
 - Overhead Work Rules

Date Completed: _____ Initials: _____

Pallet Stacker – Authorized User

For all who are required to become Authorized Users, this training must be completed before the person can operate the pallet stacker.

- Must read and understand Risk Management's Material Handling Program
- Must complete the online myHRLearn module about Material Handling
- Must complete Authorized User training session with Authorized Trainer
 - Passing score for Pallet Stacker Written Exam
 - Completion of in-person Pallet Stacker Familiarization Test
 - Requires signature on Vestil Training document
- Must be familiar with the following documents:
 - Equipment Manuals for the pallet stacker
 - Pallet Stacker Pre-Use Inspection Checklist

Date Completed: _____ Initials: _____

Welding, Cutting, and Brazing (Hot Work)

Training for Hot Work must be completed before the person can operate hot work tools.

- Must read and understand Risk Management's Hot Work program
- Must have received training from a supervisor about how to use the hot work tool in question
- Must be familiar with the following documents:
 - Equipment manual for the hot work tool in question (available in the tool room)
 - Welding Pre-Use Guidelines
 - Hot Work Permits and "Hot Work in Progress" signage

Date Completed: _____ Initials: _____

Rigging:

- Must have received training from Technical Supervisor about rigging requirements specific to the Wirtz Center
- Must be familiar with the following documents:
 - Selected ESTA/ANSI rigging standards
 - System Manual for Rigged Shop Storage
 - System Manual for Louis Fire Curtain (in development)



Northwestern University

Virginia Wadsworth Wirtz
Center for the Performing Arts

Staff Training Checklist
Last Updated: 6/2/2022

- System Manual for Paint Drop Rigging (in development)

Date Completed: _____ Initials: _____

Fly System Operation:

- Must have received training from a supervisor about how to operate the Fly System
- Must be familiar with the following documents:
 - Fly System Operation
 - Weight Changing Guidelines

Date Completed: _____ Initials: _____

Onstage/Backstage Safety:

- Must have received training from a supervisor about Onstage/Backstage safety
- Must be familiar with the following documents:
 - Stage Safety Orientation
 - Hazardous Stage Risk Assessment (created for each production and distributed by the Technical Supervisor; link goes to a template)

Date Completed: _____ Initials: _____

Additional Training:

- Must read and understand the following Risk Management's programs:
 - Access to Exposure Records
 - Asbestos Management
- Must complete the online myHRLearn module about Back-Injury Prevention
 - Back-Injury Prevention
 - Behavior-Based Safety
 - Electrical Safety
 - Heat Stress in the Workplace

Date Completed: _____ Initials: _____